

USE PERMIT COMPLIANCE INSPECTION FEE
(Currently only for MUP)

	FEES	DEPOSIT OR FEE?	FEE CODE
Permit Compliance Officer Inspection Fee (Code Division)	\$780	FEE	3MUPCOMPOO
TOTAL	\$780		

Forms/Requirements

[241R Condition Satisfaction Application Form](#), if this form has never been filled out before and a Post Approval "99" KIVA account has not been opened. (The first submittal).

[242](#) If this is a subsequent submittal. 241R is not required.

___ A complete copy of the Approved Resolution or Form of Decision with the proposed condition(s) highlighted. Only required for first submittal. Not required for subsequent submittals.

___ Evidence of Compliance is needed for all submittals (See DPLU #241R, or 242)

FEE NOTES:

___ 1. Verify in KIVA if the applicant has paid, or needs to pay the "[Use Permit Compliance Inspection Fee](#)."

- Look in the KIVA Permit Fee Summary to see if the applicant has previously paid any amount under the fee code "3MUPCOMPOO"

___ 2. Use update Property owner information and make sure it is updated in KIVA. Include Phone number.

___ 3. Keep copy of receipt and send receipt along with a copy of the occupancy condition satisfaction letter to the Permit Compliance (PCO) Officer in Code Enforcement Division. (Lew Balke).

___ 4. The PCO will schedule an inspection appointment for approximately six months after occupancy is granted.